

DATE

MEMORANDUM FOR 366 FSS/FSR

FROM: **NAME OF PRIVATE ORGANIZATION**

SUBJECT: Dissolution of Private Organization (PO)

1. In accordance with (IAW) AFI 34-223, **PRIVATE ORG NAME** is no longer active as a PO due to (**STATE YOUR REASONS, i.e., assets under \$1000 over a three month period, lack of member involvement, etc.**) The remainder of the funds have been disbursed through (**NAME METHOD OF DISBURSEMENT – donation to a worthy cause, etc.**).

2. For further information, please contact (**LIST POINT OF CONTACTS AT PHONE #S AND E-MAIL.**)

**PO OFFICER'S NAME
AND TITLE**

OR

DATE

MEMORANDUM FOR 366 FSS/FSR

FROM: **NAME OF PRIVATE ORGANIZATION**

SUBJECT: Dissolution of Private Organization (PO)

1. In accordance with (IAW) DAFI34-106, **PO NAME** is no longer active as a PO due to assets under \$1000 over a three month period. Enclosed are financial statements for the three month period. Rather than dissolving, **ORG NAME** requests to continue operations as an unofficial activity.

2. For further information, please contact (**LIST POINT OF CONTACTS AT PHONE #S AND E-MAIL.**)

**PO OFFICER'S NAME
AND TITLE**